

FROM: CSD Personnel Committee  
FOR: MBCSD Meeting 9/7/2016

## **Muir Beach Community Services District Part-Time District Manager Job Description**

### **Overall Description**

Muir Beach is small a “tight-knit” community with a limited number of paid employees and a strong tradition of community volunteerism. The Muir Beach Community Services District (MBCSD or CSD) District Manager’s primary job is to staff the CSD Board and see to it that the Board’s priorities, policies, and plans are effectively implemented. The Board has authority over water distribution and quality, fire protection, roads & easements, and recreation. The District Manager oversees the functioning of these services

### **Accountability and Authority**

The District Manager reports directly to the CSD Board president (or designee) and is accountable to all five (5) members of CSD Board. It is the duty of the elected Board to be accountable to the Community and provide concrete, effective ways to hear and respond to Community needs and concerns. Residents’ issues should, therefore, be raised in Board Meetings or with individual Board members so that the District Manager can focus limited daily time and energy on the responsibilities listed below.

## **District Manager's Responsibilities**

In non-priority order, the District Manager will:

- ✓ Work with the elected CSD Board to identify the Community's long and short term needs and to help guide the formulation of CSD's priorities and ensure their implementation.
- ✓ Actively participate in a planned effort to educate and communicate the CSD priorities and their status to the Community. Then, measure the effectiveness of the education and communications initiatives.
- ✓ Prepare a draft budget for the CSD directors to review and approve. Then design and maintain procedures to comply with accurate financial and accounting standards and requirements. Make the budget results widely available to the Board, the Community, and the public.
- ✓ Maintain and oversee all relevant financial, business, personnel, regulatory, environmental and other reporting that is of interest to the directors and the Community and is required by community, county, state, federal and financial agencies, by laws, regulations, and CSD business partners.
- ✓ Inventory District assets and physical facilities, and oversee the supervision of necessary maintenance.
- ✓ With the Board, identify and initiate plans for capital improvement projects; present those plans to the Board for its review and approval.

- ✓ Ensure that there are regular cross communications – and, where it is wise, cross training – between the District Manager and those involved in Fire, Water, Roads/Easements, and Recreation Management.
- ✓ In consultation with the CSD Board – and in compliance with the Personnel Policies – hire and effectively manage all other district employees.
- ✓ Work with the Board’s president to develop monthly and special meeting agendas
- ✓ Notify District constituents and relevant agencies of CSD meetings, elections, actions, and events (ad hoc).
- ✓ Ensure there are accurate minutes of CSD meetings and, in consultation with Directors, make certain that the minutes and other matters of importance are routinely and efficiently disseminated to the Community and others who may be interested.
- ✓ Stay abreast of changing federal, state, and local policies that impact life at Muir Beach, and, may impact decision making of the CSD Board.
- ✓ At the direction of the Board, work with relevant agencies and individuals.
- ✓ Review and maintain the insurance needs of the District. Inform the Board about relevant legal matters, and then, with Board direction, take appropriate action.
- ✓ The results of the work described above will be regularly reported to the Board.

### **A Job Well Done by the Part-Time District Manager Looks Like**

A job well done for the District Manager is reflected by the effectiveness of the elected CSD Board fulfilling its mandate to provide and maintain a high quality of life in Muir Beach. This means:

- ✓ The performance of the District meets and exceeds the priorities and plans of the CSD.
- ✓ The Board and the Community are well educated and informed on key issues that might affect Muir Beach.
- ✓ The water system is functioning at its highest level of quality, and as much as possible has been done to prepare it for robust continuance in the future.
- ✓ Muir Beach roads are well maintained and safe
- ✓ Fire protection is secure and fully functional
- ✓ In all facets of the CSD operations, the Community is prepared for emergencies and disasters
- ✓ Recreation meets the Community's needs.
- ✓ A high quality of life in Muir Beach is sustainable and improving.